



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

REPLY TO
ATTENTION OF
DAPE-MPE-PD

6 June 2006

MEMORANDUM FOR PRESIDENT AND MEMBERS OF THE BOARD

SUBJECT: Memorandum of Instruction (MOI) for the FY06 CSM/SGM/USASMC Selection Board

1. Authority: In accordance with (IAW) Chapter 4, AR 600-8-19 and Chapter 7, AR 614-200, this selection board is appointed to consider noncommissioned officers (NCOs) for promotion to Sergeant Major (SGM), appointment to Command Sergeant Major (CSM), and selection for attendance at the U.S. Army Sergeants Major Course (USASMC).
2. Membership: You have been selected to serve on this board because the Army has confidence in your ability to recognize those NCOs who will make the greatest contribution as Army leaders in the years ahead. Bear in mind the serious nature of board duty and your obligation to ensure these proceedings remain above reproach at all times. The oath you will take obliges you to ensure that all eligible NCOs are considered without prejudice. You will adhere to that oath and to all governing laws, directives, regulations, written administrative instructions regarding board procedures, and these instructions in selecting NCOs who meet the needs of the Army as outlined here. Your failure to do so may cause your removal from this board. That is your charter.
3. General:
 - a. This board will convene at the U.S. Army Enlisted Records and Evaluation Center, Indianapolis, Indiana, 1300 hours on 6 June 2006, or on call. Enclosure 1 specifies the required reports and oaths.
 - b. On 13 November 2002, the Deputy Chief of Staff, G-1 (DCS, G-1), approved Annex E to the Army Mobilization Operations and Execution System (AMOPES) revision. Page E-2, paragraph (c), states that the Qualitative Management Program (QMP) will be suspended under contingency operations or OPLAN execution under partial mobilization. As a result of the current mobilization status and this directive, Soldiers will not be considered for QMP by this board.
 - c. Due to the implementation of "Stop Loss" policy, Soldiers normally ineligible for consideration due to reaching their RCP, and who hold a PMOS or are assigned to a unit that is currently affected by "Stop Loss," will be eligible for promotion consideration, provided they are otherwise eligible. Additionally, Soldiers who are impacted by "Stop

DAPE-MPE

SUBJECT: Memorandum of Instruction (MOI) for the FY06 CSM/SGM/USASMC Selection Board

Loss" with previously approved retirements are fully eligible for consideration (provided otherwise eligible) with no additional action required by the Soldier.

4. Mission: The board's mission includes:

a. Appointments to CSM: Select the best-qualified SGMs, promotable First Sergeants (1SG)/Master Sergeants (MSG) (selected by either the current or a previous SGM selection board), 1SG/MSG currently enrolled or have completed the USASMC, and 1SG/MSG with a Military Occupational Specialty (MOS) 79R in the zone of consideration for appointment as CSM.

b. Promotions to SGM: Select the best-qualified 1SG/MSG in the zone of consideration by MOS for promotion to SGM.

c. Alternates for Appointment to CSM: Select the best-qualified 1SG(P)/MSG(P) (selected by either the current or a previous SGM selection board) or SGM in the zone of consideration who are either USASMC graduates or are currently enrolled/scheduled in a resident or nonresident class as alternates for appointment to CSM.

d. U.S. Army Sergeants Major Course (USASMC): 1SG/MSG with MOS 79R and those selected for promotion to SGM by this board, who were not previously selected for attendance at the USASMC, will be automatically selected for the USASMC. The board will select 1SG/MSG (non-USASMC enrollees and graduates) to serve as official alternates for the USASMC. Alternates will be selected as the best-qualified Soldiers, representing those NCOs who show the highest probability for future selection for promotion to SGM. There will be no gray zone vote for alternate USASMC selection. The Board Recorder will determine the best qualified by finding the vote score in the OML that comes closest to the select objective, and those individuals will be selected. If changed, the adjusted select objective will be provided to the DMPM for approval. Not all Soldiers selected as alternates may be activated to attend the USASMC. Select objectives will be predetermined based on the needs of the Army by MOS. For selection consideration for attendance to the USASMC as an alternate: all MSG/1SG with a DOR of 6 December 2004 and earlier and a BASD not earlier than 6 June 1984 (unless impacted by "Stop Loss"), and a DOB not earlier than 6 June 1949.

e. Enlisted Standby Advisory Board (STAB): Review cases for removal from existing centralized promotion lists, for promotion reconsideration, and for initial consideration. Only selected members of the board will sit on the STAB. The STAB will be governed by separate MOI.

DAPE-MPE

SUBJECT: Memorandum of Instruction (MOI) for the FY06 CSM/SGM/USASMC Selection Board

5. Method of Selection:

a. The board will be organized into 12 separate panels by career management field (CMF). Consideration for promotion and for school attendance will be by MOS.

b. The best qualified NCOs in each MOS will be recommended for appointment to CSM, selection for promotion to SGM, and selection as an alternate to attend the USASMC, IAW the needs of the Army, as determined by the established select objective requirements, to include satisfying special mission unit requirements.

c. Before the board can determine if an NCO is among the best qualified for selection, it must first determine which NCOs are fully qualified. Consideration must be accomplished with objectivity. The good of the service and needs of the Army are of primary importance. The selection board will be provided the performance portion of the Official Military Personnel File (OMPF) of each eligible NCO and may also be provided disciplinary data from the restricted portion of the OMPF, IAW DAPE-MPE-PD Memorandum dated 3 February 2004.

6. Zones of Consideration:

a. To CSM: Includes active component SGM, and 1SG(P)/MSG(P) (selected by either the current or a previous SGM selection board) with a BASD not earlier than 6 June 1980 (unless impacted by "Stop Loss") and a DOB not earlier than 6 November 1947. Additionally, 1SG/MSG eligible for SGM under paragraph 5b who hold a primary MOS of 79R are eligible for CSM selection. Furthermore, 1SG/MSG who are currently enrolled in or former graduates of the USASMC are eligible for CSM selection. Soldiers in the following categories are not eligible for CSM consideration:

(1) those who executed a declination for CSM consideration or who failed to execute a CSM acceptance statement by the board convene date;

(2) those with an approved retirement application (see paragraph 2c for exception);

(3) those with an approved bar to reenlistment or have been denied continued service under QMP;

(4) those who signed a Declination of Continued Service Statement (DCSS);

(5) those who were previously removed from the CSM Program, voluntarily or involuntarily;

DAPE-MPE

SUBJECT: Memorandum of Instruction (MOI) for the FY06 CSM/SGM/USASMC Selection Board

(6) those who previously declined entry into the CSM Program after being selected;

(7) those who are ineligible to attend the USASMC because they were previously enrolled and were removed prior to completion (resident or nonresident);

(8) Promotable MSG/1SG and serving SGMs in MOS 79R. MOS 79R will only be considered for CSM. MSG/1SGs with MOS 79R selected for CSM are automatically selected for promotion to SGM. Therefore, a promotable MSG/1SG who has already been selected for CSM will not be considered for CSM again. This exception was approved by the DCS, G-1 on 18 August 1998 to provide the United States Army Recruiting Command (USAREC) the necessary flexibility to assign E9s as CSMs or SGMs in a manner which assists accession mission accomplishment.

b. To SGM: Includes all personnel on active duty as 1SG/MSG with a DOR of 6 June 2004 and earlier and with a BASD between 7 June 1981 (unless impacted by "Stop Loss") and 6 June 1996 (both dates inclusive), and a DOB not earlier than 6 September 1947.

(1) Primary Zone: 1SG/MSG with DOR on or before 6 June 2003.

(2) Secondary Zone: 1SG/MSG with DOR 7 June 2003 thru 6 June 2004.

(3) Soldiers in the following categories are not eligible for SGM consideration:

(a) those with an approved retirement application (see paragraph 2c for exception);

(b) those with an approved bar to reenlistment;

(c) those who signed a DCSS;

(d) those without a high school diploma or GED equivalent;

(e) those who are special bands persons UP of Chapter 5, AR 600-8-19;

(f) those who are ineligible to attend the USASMC by virtue of having previously been enrolled but removed prior to completion (resident or nonresident) due to academic deficiency, disciplinary reasons, and/or lack of motivation;

(g) 1SG/MSG in MOS 79R. As addressed in paragraph 5a (8), MOS 79R is only considered for selection to CSM. Selection to CSM results in automatic selection for promotion to SGM. Therefore, MOS 79R will not be considered for promotion to SGM;

DAPE-MPE

SUBJECT: Memorandum of Instruction (MOI) for the FY06 CSM/SGM/USASMC
Selection Board

(h) those who signed a declination for SGM consideration for FY06.

7. Evaluations:

a. Complete-the-record reports are optional and authorized for this board. They may be submitted only for NCOs who have completed at least three months under the same rater as of 31 March 2006 and have not received a previous report for the current duty position. All complete-the-record reports will contain the following entry for type of report in part I, block G: 04; CTR/06/CSM/SGM/SMC. Ending month of report will be March 2006. Reports will not be signed prior to 1 April 2006. Absence of such a report is not a basis for STAB reconsideration. NCOERs or copies submitted directly to the board by an NCO will not be accepted and/or referred to the board.

b. Commanders were reminded that the 60-day option NCOER is authorized upon request for NCOs deployed in the contingency area of operations. These NCOERs will be prepared per paragraph 3-35, AR 623-205. Soldiers in the zone of consideration for promotion to SGM who do not qualify for complete-the-record NCOER (minimum 90 rated days) may qualify for the 60-day option NCOER (minimum 60 rated days). Reports must have arrived at EREC no later than 19 May 2006.

8. Reports: The following reports will be prepared prior to board recess:

a. After-Action Reports (2): The Board President prepares both reports. The first report will cover issues and recommendations of interest to the DCS, G-1. The second report will cover issues and recommendations to provide feedback to Soldiers in the field.

b. CMF Review and Analysis (R&A). Prepared by the panel chiefs for each CMF reviewed by their panels and dispatched to Headquarters, U.S. Army Training and Doctrine Command (ATTN: ATTG-P) and the Commander, U.S. Army Human Resources Command.

9. Restrictions:

a. Recommendations of the selection board will be marked "FOR OFFICIAL USE ONLY" and will be so considered until the final recommended list is announced by Department of the Army (DA).

b. Board membership will not be released until after the final recommended list is announced by DA.

DAPE-MPE

SUBJECT: Memorandum of Instruction (MOI) for the FY06 CSM/SGM/USASMC Selection Board

c. After the board has been recessed by the DCS, G-1, or his designated representative, members are encouraged to familiarize officers and NCOs with the selection board procedures. In this regard, the DA Secretariat will provide you a standard briefing. The "FOR OFFICIAL USE ONLY" protective marking of this MOI and enclosures are canceled after the final recommended list is announced by DA.

d. Specific statistical analysis or details of the board proceedings pertaining to selection or nonselection of individual Soldiers, whether recorded or unrecorded, will not be disclosed for any reason.

e. The board will not adjourn until authorized by the DCS, G-1, or his designated representative.

10. Equal Opportunity:

a. The success of today's Army comes from total commitment to the ideals of freedom, fairness, and human dignity upon which our country was founded. People remain the cornerstone of readiness. To this end, equal opportunity for all Soldiers is the only acceptable standard for our Army. This principle applies to every aspect of career development and utilization in our Army, but is especially important to demonstrate in the selection process. To the extent that each Board demonstrates that race, ethnic background, and gender are not impediments to selection for school, command, and promotion, our Soldiers will have a clear perception of equal opportunity in the selection process. The diverse backgrounds, ideas, and insights offered by Soldiers and citizens of all races and of both sexes are a great source of strength for our Nation and our Army. We can best ensure this source of strength endures by your strict avoidance of the consideration of any factors other than merit and ability as specified elsewhere in this memorandum of instruction in the selection of Soldiers for promotion and other favorable personnel actions.

b. You must be alert to the possibility of past personal or institutional discrimination -- whether intentional or inadvertent -- in the assignment patterns, evaluations, or professional development of all Soldiers. Such discrimination may be unintentional, not motivated by malice, bigotry, or prejudice, and may have been the result of past service utilization practices. Indicators of discrimination may include disproportionately lower evaluation reports; assignments of lesser importance or responsibility; lack of opportunity to attend career-building military schools; gratuitous mention of race, ethnicity, or gender, or mention of an NCO's organizational or institutional affiliations unrelated to duty performance and potential. Take these factors into consideration in assessing the degree to which an NCO's record, as a whole, is an accurate reflection, free of bias, of that NCO's performance and potential. The foregoing guidance shall not be interpreted as requiring or authorizing you to extend any

DAPE-MPE

SUBJECT: Memorandum of Instruction (MOI) for the FY06 CSM/SGM/USASMC
Selection Board


preference of any sort to any NCO or group of NCOs on the basis of race, ethnicity, or gender.

11. Thank you for your service as a member of this board. Your decisions will have a lasting effect on the Army. Our Soldiers and Army civilians deserve leaders who are competent in their duties and who treat them with dignity, respect, and fairness at all times. This ethic is essential to a cohesive and disciplined Army. Just as you have been charged to make your selection without prejudice or partiality, so also must you select NCOs who adhere to these principles if we are to sustain an Army that can win our Nation's wars. I have great confidence in your ability to carry out this important responsibility.

BY ORDER OF THE SECRETARY OF THE ARMY:

3 Enclosures

1. Admin Instructions
2. Board Guidance
3. Board Membership (TBP)


SEAN J. BYRNE
Major General, GS
Director of Military
Personnel Management